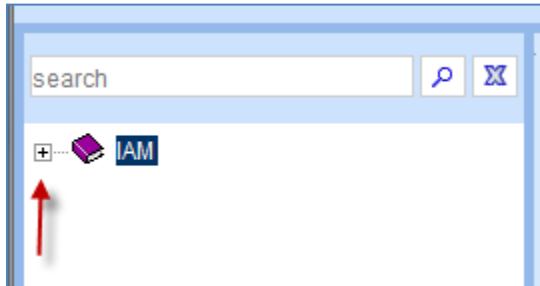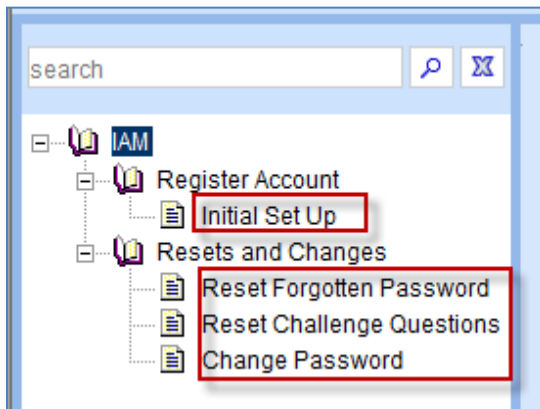# Using the User Productivity Player (UPK) Player

1. **Click** on plus sign '+' to open Module

2. **Click** on the topics below, outlined in red boxes, to open training material. There are four topics listed below.

3. After clicking on a topic, the following Playback Modes will display, **Click** a Playback Mode to view the UPK topic.

   See It –a simulated demonstration of the training material
   Try It –student is able to interact with the training material

Once the UPK topic opens, read the topic summary

Using the User Productivity Player (UPK) Player

See It Mode: the screens will advance automatically. Each text box has option to Pause/Resume. Under the Actions hyperlink, the following options are available: Resume, Preferences, Help, and Close Topic.

Try It Mode: **Click** 'Start' to advance the training material.

Under the Actions hyperlink, the following options are available: Next Step, Previous Step, Restart Playback, Preferences, Help, and Close Topic

At the completion of the topic, **Click** 'X' to close the topic.